



RECORDS RETENTION AND DISPOSITION SCHEDULE

Family And Social Services Administration. Disability And Rehabilitative Services, Division of. Bureau

Agency: Family And Social Services Administration		Division: Disability And Rehabilitative Services, Division of	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	90-12	INDIVIDUAL RECORDS - ADULTS An "Individual" refers to a person with disabilities or any other person served by a DDRS Bureau of Developmental Disabilities Services office. Files are closed when Individuals are no longer receiving services and it is certain they will not be entering the service system in Indiana. Retention based on IC 16-18-2-295 and IC 16-39-7-1. Disclosure of these records may be affected by IC 16-39-2-3 and 45 CFR 164.	One (1) year after the Individual is no longer receiving or requesting services, TRANSFER closed paper file to the RECORDS CENTER. DESTROY after an additional seven (7) years in the RECORDS CENTER.
2	90-13	INDIVIDUAL RECORDS - JUVENILE An "Individual" refers to a person with disabilities or any other person served by a DDRS Bureau of Developmental Disabilities Services. Files are closed when Individuals are no longer receiving services and it is certain they will not be entering the service system in Indiana. Retention based on IC 34-11-6-1 and IC 34-13-3-8. Disclosure of these records may be affected by IC 16-39-2-3 and 45 CFR 164.	One (1) year after the Individual is no longer receiving or requesting services, TRANSFER closed file to the RECORDS CENTER. DESTROY in the RECORDS CENTER at the end of the year of the Individual's twenty-third (23rd) birthday.
3	86-439	INDEXING AND REFERENCING SYSTEM The file is maintained on all individual records. Each entry will include the following information: Name, individual number, date of birth, placement date, location of service and provider, type of service presently being received, date service ended, date scheduled for destruction of the record, ID number of the schedule for destruction.	DESTROY/DELETE entry upon destruction of the affected Individual Record (R.S. 90-12 or 90-13).
4	2017-06	CERTIFICATION AND LICENSURE OF SERVICE PROVIDERS Certifications include Supervised Group Living and Large Private ICF/ID facilities, and file contains the license and certification including financial information about the provider or facility. Retention consistent with IC 34-13-1-1.	IMAGE according to IARA standards upon receipt. TRANSFER hard copies to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles after verification of electronic records for completeness and legibility. DELETE electronic records ten (10) years after expiration of the certification or licensure.